

ARTERIAL LIFE CYCLE PROGRAM PROJECT REIMBURSEMENT REQUEST



GUIDELINES & REQUIREMENTS

The Maricopa Association of Governments (MAG) regional fund payments for the Arterial Life Cycle Program (ALCP) are made on a reimbursement basis. For an ALCP Project to receive a reimbursement payment, all 3 forms of the Project Reimbursement Request must be completed and submitted.

Requests for reimbursements funds should be prepared after expenditures have been made and the reimbursement funds can be applied. Project expenditures should be accompanied by adequate documentation. A copy of the invoice from the contractor, a completed Cost Attachment form or other agreed to documents is sufficient documentation for Project expenditures contained in an invoice.

Please use the most current ALCP to determine the Project Regional Fund budgets for the specific fiscal year the Request for Payment and Invoice are for.

Current Projects are those programmed for work and reimbursement in the same fiscal year. On the Request for Payment form, please fill in both lines – Approved ALCP budget for this project and Approved ALCP budget for this Fiscal Year. For a current ALCP project, the Project Reimbursement Request will be submitted by the Lead Agency to MAG by the schedule supplied in the Project Overview. The Lead Agency cannot submit a Project Reimbursement Request more than once per month. The Progress Report will reflect the work that is being invoiced for.

If a Project is advanced, Progress Reports will be submitted even though a full Project Reimbursement Request will not be submitted. A full Project Reimbursement Request is due at the time of Project completion. On the Request for Payment form, please use the line – Approved ALCP Budget for this project.

The signature of the duly authorized representative, designated in the Project Overview, certifies that the Request for Reimbursement, Invoice and Progress Reports are true and correct per the terms of the Project Agreement and Project Overview.

These forms will be available in a data entry based electronic format.

REQUEST FOR PAYMENT FORM

REQUEST FOR PAYMENT																									
PART A																									
(To be completed by Lead Agency)																									
Project Name																									
Lead Agency/Project Sponsor																									
Project Location																									
Project Description																									
MAG TIP #																									
RTP ID:																									
Project Agreement ID:																									
This payment request is for work performed [MONTH, YEAR] thru [MONTH, YEAR]																									
Type of Fund Requested	_____ RARF	_____ STP-MAG	_____ CMAQ																						
Fiscal Year of ALCP budget referenced																									
<i>Current & Advanced Projects</i> - Approved ALCP budget for this project		\$																							
<i>Current Projects</i> - Approved ALCP budget for this fiscal year		\$																							
<i>Current Projects</i> - Total previous Regional fund payments for this fiscal year		\$																							
Estimated total project costs (all fund sources)		\$																							
Total expenditures to date (all fund sources)		\$																							
Total expenditures on current invoice (all fund sources)		\$																							
Amount of this Regional fund Request for Payment		\$																							
Percent of work complete: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Studies are</td> <td>xx% complete</td> </tr> <tr> <td>Design is</td> <td>xx% complete</td> </tr> <tr> <td>Right of Way is</td> <td>xx% complete</td> </tr> <tr> <td>Utility relocation is</td> <td>xx% complete</td> </tr> <tr> <td>Construction is</td> <td>xx% complete</td> </tr> </table>		Studies are	xx% complete	Design is	xx% complete	Right of Way is	xx% complete	Utility relocation is	xx% complete	Construction is	xx% complete	This request for payment is for (mark all that apply): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td>Studies</td> </tr> <tr> <td></td> <td>Design</td> </tr> <tr> <td></td> <td>Right of Way</td> </tr> <tr> <td></td> <td>Utility relocation</td> </tr> <tr> <td></td> <td>Construction</td> </tr> <tr> <td></td> <td>Other (please fill in)</td> </tr> </table>			Studies		Design		Right of Way		Utility relocation		Construction		Other (please fill in)
		Studies are	xx% complete																						
		Design is	xx% complete																						
		Right of Way is	xx% complete																						
		Utility relocation is	xx% complete																						
		Construction is	xx% complete																						
			Studies																						
	Design																								
	Right of Way																								
	Utility relocation																								
	Construction																								
	Other (please fill in)																								
Payment should be made and mailed to:																									
Name																									
Address																									
City/State/Zip																									
Attention																									
Reference invoice #																									

Part A continued
(to be completed by Lead Agency)

I certify that the foregoing accurately represents the expenditures and the status of the foregoing project as contained in the Lead Agency's records.

Signature: _____

Printed Name: _____

Date: _____

PART B

(To be completed by MAG)

Yes

No

☐☐

Funds are available in the current ALCP consistent with this request.

☐☐

All invoiced items are eligible expenses for reimbursements.

☐☐

The Project is listed in an approved TIP.

☐☐

Adequate documentation regarding Project costs has been provided.

Approved for MAG by:

Signature: _____

Date: _____

Printed Name: _____

PART C

(To be completed by ADOT)

Approved for ADOT by:

Signature: _____

Printed Name: _____

Date: _____

INVOICE FORM

(Jurisdiction Letterhead)

TO:		Maricopa Association of Governments ATTN: Eileen O'Connell 302 North First Avenue, Suite 300 Phoenix, Arizona 85003			
RE:		(NAME OF PROJECT)			
RTP ID					
Project Agreement ID		PERIOD: MM/YY		(DATE)	
INVOICE #					
		Total Expenditures	Expenditures eligible for the Local Match	Expenditures eligible for the Regional Reimburse.	Regional Reimburse. / Total Expenditures
Description (Type of work, name of contractor, please include proper documentation, or cost attachment)		\$ 10.00	\$ 3.00	\$ 7.00	70%
Description (Type of work, name of contractor, please include proper documentation, or cost attachment)		\$ -	\$ -	\$ -	#DIV/0!
Description (Type of work, name of contractor, please include proper documentation, or cost attachment)		\$ -	\$ -	\$ -	#DIV/0!
TOTAL		\$ 10.00	\$ 3.00	\$ 7.00	70%
TOTAL DUE AND PAYABLE				\$ 7.00	

Signed

Date

Printed Name

Title

Please Fill In Chart For Current Projects

	Total Expenditures	Expenditures eligible for the Local Match	Expenditures eligible for the Regional Reimburse.	Regional Reimburse. / Total Expenditures
Billed to Date (including this invoice)	<u>\$(00,000.00)</u>	<u>\$(00,000.00)</u>	<u>\$(00,000.00)</u>	%
Approved ALCP budget for this FY	-	-	-	
Remaining Funds for this FY				

COST ATTACHMENT FORMS

EXAMPLES

EXPENDITURES ELIGIBLE FOR LOCAL MATCH					
Description	Period: MM/YY-MM-YY	Employee Title	Hours	Hourly Rate	Total Ex- pend.
Project Management for Pro- ject ABC	01/06 - 05/06	Transportation Planner	80	\$ 50.00	\$4,000
Description					- \$0
Description					- \$0
Total expenditures attribut- able towards local match					\$4,000

THIRD PARTY EXPENDITURES ELIGIBLE FOR LOCAL MATCH				
Description	Period: MM/YY-MM-YY	Amount	Rate	Total Expend.
Purchase of Right Of Way - See documentation	01/05-03/05	2 miles	\$100,000	\$200,000
1 mile of street construction from 4 to 6 lanes at LOCATION - See documentation	04/05-12/05	1 mile	\$3,500,000	\$3,500,000
Total expenditures eligible for local match				\$3,700,000

PROGRESS REPORT

PROGRESS REPORT

For each Project Reimbursement Request, a Progress Report is to be completed. If a Project is advanced, Progress Reports will be submitted by milestone even though a full Project Reimbursement Request will not be submitted. The jurisdiction is to provide the percent of work completed, work accomplished, estimate vs. actual cost breakdown, work schedule analysis, grievance/complaints on project, and any documents or reports produced. The narrative describing the work accomplished should be of sufficient detail to enable the ALCP manager to clearly understand the progress on the task during the reporting period. It is the responsibility of the jurisdiction to document the work accomplished for each invoice or milestone during the reporting period.

Please use the Project Schedule, Budget Summary and Summary of Contracts/Contractors from the Project Overview to update the information, costs, and analysis.

In addition to the Progress Report, jurisdictions will ask MAG Staff to participate in the Quality Assurance/Quality Control (QA/QC) meetings during the lifetime of a project. MAG will develop a list of questions and measures pertaining to the project schedule, budget and deliverables to be included in the QA/QC meetings. Each QA/QC meeting will consist of the necessary employees of the jurisdiction, a MAG representative and, if necessary and requested, other representatives from partner agencies and/or contractors.

The milestones used to submit Progress Reports for advanced Projects are:

1. Studies
2. Preliminary Design (60%)
3. Final Design/PS&E
4. Construction - 25%
5. Construction – 60%
6. Final Acceptance
7. Closeout

PROGRESS REPORT	
Project Name	
Lead Agency/Project Sponsor	
Project Location	
Project Description	
RTP ID	
Report is for:	
Please reiterate what the Progress Report is for, which is also on the Request for Payment Form. Ex: design, ROW, construction, etc.	
Percent of work completed:	
Please state the percent of work complete, which is also on the Request for Payment form.	

PROJECT SCHEDULE			
Please use the Project Schedule from the Project Overview to fill in the Actual Date of Completion Column and the Ahead or Behind Schedule column. <i>The milestone and schedule below is an example. Milestones will vary for each project.</i>			
Milestones	Estimated Dates from Project Overview	Actual Date of Completion	Ahead or behind schedule by: (days, months, etc.)
Project Initiation Package to Engineering	11/9/2005		
Alignment Study/Design Concept Report Submittal	11/09/2005		
Design Kick-off-Meeting			
30% Design Submittal			
60% Design Submittal			
90% Design Submittal	3/15/2006		
Final design / PS&E	6/29/2006		
Bid Opening	7/29/2006		
Contract Awarded	8/28/2006		
Construction NTP	9/2/2006		
Preconstruction (Partnering) meeting			
25% Construction			
60% Construction			
Construction Activities Complete			
Inspection			
Project Completion & acceptance			
Facilities Open to Traffic			

PROGRESS REPORT - continued
WORK ACCOMPLISHED

Please explain work that has been accomplished since the last invoice. The narrative describing the work accomplished should be of sufficient detail to enable the program manager to clearly understand the progress on the task during the reporting period.

BUDGET SUMMARY

Please use the Budget Summary chart from the Project Overview to fill in the Actual Costs and the difference column. *Additional comments on project costs are optional. Please use the original estimates from the Project Overview.*

Type of Work	Year for Work	Estimate Total Cost	Actual Total Cost	% Difference
Design				
ROW				
Construction				
Other				
Other				
Total				

GRIEVANCE/COMPLAINT REPORT

Explain any public comments on this project that have occurred in this time period

SUMMARY OF CONTRACTS/CONTRACTORS

Please update as the Project moves forward. *The chart below is an example. The Summary of Contractors will vary for each project.*

Work Phase	Company	Item	Date Approved	Amount
Design	Company ABC	Original Contract	Month Day, Year	\$ -
Design	Company ABC	Amendment #1	Month Day, Year	\$ -
Design	Company ABC	Amendment #2	Month Day, Year	\$ -
Construction	123 Construction	Original Contract	Month Day, Year	\$ -

PROGRESS REPORT - continued**DOCUMENTS PRODUCED**

Please list and attach any documents produced from the work that is being reported.

Signature

Date

Printed Name

Title

DEFINITIONS:**Request for Reimbursement**

- Project Name: Name of project in the ALCP.
- Project Location: Jurisdiction or location (for ITS projects) in which the project is located.
- Project Description: Use brief description as in Project Overview, ex: road widening from 2 to 6 lanes, intersection improvement, etc.
- RTP ID: As listed in the ALCP.
- Project Agreement ID: As listed in the Project Agreement.
- Estimated total project costs: Taken from the Project Overview or from the most current estimate.
- Total expenditures to date: Total, regional and local expenditures, including third party contributions, to date.
- Approved ALCP Budget for this project: The total ALCP budget amount for this project.
- Approved ALCP Budget for this fiscal year: The ALCP budget amount for this fiscal year.
- Total previous regional fund payments: The total previous regional fund payments.
- Amount of this regional fund request: The amount of regional funds for this request and invoice.
- Percent (%) of work complete: Is the % of work completed for each of the categories listed. As construction of the project moves forward, the best estimate for the % of construction work completed as it relates to the invoice. If there is no work for any of the categories, please leave blank.
- Payment should be mailed to: Provide the information on who and where the payment from ADOT should be mailed.
- Signature: An authorized signer noted in the Project Overview must sign the Project Reimbursement Request form, Invoice and Progress Report.

Invoice

- o Invoice #: The number that the jurisdiction assigns to the invoice.
- o Period: The month and year the invoice pertains to.
- o Description of invoiced items: Brief description of work being invoiced along with name of contractor or firm.
- o Proper documentation of invoiced items: A copy of the invoice from the contractor or jurisdiction not including the backup documentation is sufficient documentation for contracted work.
- o Regional Reimbursement/Total Expenditures: Divide the Regional Reimbursement amount by the Total Expenditure amount to produce the percent of Regional Reimbursement Funds being requested out of the Total Expenditures. ***This cannot exceed 70%. ????***
- o Billed to date: The amount of regional funds billed to date, including the amount listed on the current invoice.

Progress Report

- Work accomplished: Explanation of work accomplished as it pertains to this invoice.
- Cost analysis: Provide an explanation of estimate v. actual costs for this project as it pertains to the invoice and this time period.
- Grievance/complaint report: Explain any public complaints for this project in this invoice period.
- Documents produced: List and provide any documents produced from the work invoiced for.